

# CITY ATTORNEY

**GRADE: N/A**

**FLMA: EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The City Attorney performs complex executive and professional level work as legal advisor to the Mayor and Council, City staff and various boards and commissions of the City. The City Attorney is appointed by, serves at the pleasure of, and reports directly to the Mayor and Council. This position requires a highly experienced executive level attorney who can provide expert assistance and solid legal advice. Responsibilities include planning, developing, implementing, and evaluating a legal services program for the City. Supervision is exercised over the office's professional and administrative support staff.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Supervises and manages the day-to-day operations of a multi-practice law office, including determinations for the appropriate outsourcing of legal work.
- Renders oral and written legal opinions to the Mayor and Council, City Manager, and Department Directors and other City staff as requested.
- Prepares court papers, contracts, ordinances, resolutions, deeds, leases, and other legal documents
- Prepares and approves proposed ordinances for consideration by the Mayor and Council.

- Reviews the legality and/or sufficiency of contracts, bonds, bids, leases, insurance, and claims.
- Attends meetings of the City Council, Planning Commission, and various committees and boards as required and renders legal advice on matters on the agenda.
- Represents the City in lawsuits and administrative hearings.
- Serves the City's interests in various contract negotiations.
- Manages, supervises, and reviews the work of legal and support staff, as well as, managing the office budget, support contracts, etc.
- Researches, interprets, and applies laws, court decisions, and other legal authority in the preparation of opinions and briefs.
- Analyzes legislation including proposed state and federal legislation affecting the City.
- Answers communications from the public relative to municipal ordinances and legal matters affecting the City.
- Investigates complaints and claims by or against the City.
- Organizes, interprets, and applies legal principles and knowledge to complex legal problems.
- Comprehends and makes inferences from written material to provide legal representation and advice.
- Analyzes narrative and statistical data to make recommendations regarding legal issues affecting the City.
- Oversees the enforcement of department policies and procedures, and the maintenance of proper records and reference materials.
- Performs other duties as required.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Graduation from a school of law accredited by the American Bar Association with a Juris Doctor degree and extensive, at least seven (7) years, of experience practicing law, including trial, litigation, and land use experience, managerial or supervisory experience and some government agency experience. Membership in the Maryland State Bar is required.

### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of the organization and functions and goals of the City government.
- Extensive knowledge of the provisions of Maryland law, City Code and Charter provisions.
- Skill in planning, developing, implementing and administering a legal services program dealing with various governmental functions.
- Skill in negotiating agreements, which accommodate conflicting interests and viewpoints.

- Skill in oral and written communication sufficient to develop defenses of, and justification for, decisions reached.
- Ability to establish and maintain effective working relationships at all levels.
- Ability to exercise independent judgment.
- Ability to maintain complete and accurate records.
- Ability to prioritize and organize.
- Ability to attend meetings and perform work assignments at times other than normal business hours.
- Ability to make a determination when outside counsel is needed.